



MINOR USE PERMIT APPLICANT'S GUIDE

The intent and purpose of a Minor Use Permit is to provide for the accommodation of land uses with specific site or design requirements, operating characteristics or potential adverse effects on surroundings, through review and, when necessary, the imposition of special conditions of approval.

Please use this applicant's guide to determine whether your application is complete before you bring it in for filing. If your application is not complete or is affected by a County moratorium, it may not be accepted for processing.

PART I: MORATORIA

Your project may be affected by moratoria or other limitations. As moratoria are subject to change, prior to filing an application consult the Department of Planning and Land Use for current restrictions (858) 565-5981. Consult the Department of Environmental Health (858) 565-5173 to learn if there are any sewage disposal or other health problems.

PART II: DOCUMENTS

- ☐ **Discretionary Permit Application Form** (DPLU #346). Complete and sign the front of this form. The back will be completed at the time of submittal.
- ☐ **Supplemental Application Form** (DPLU #346S). The purpose of this supplement is to provide a thorough description of the proposed use. This part of the application is very important because it provides information which is used in the analysis of the project and preparation of recommendations and conditions of the permit. All aspects of the project should be described including the purpose, capacity, hours of operation, number and area of buildings, parking (number of spaces), signs, phasing and access. If the application requests Variances you should list those Variances with reasons. Please use extra sheets if necessary.

If this application is a modification of an existing permit, you should describe the existing operation, the modification and give reasons for the modification.

☐ **Environmental Documents**

Four (4) copies of AEIS (DPLU #367), including all the information/documents required under cover sheet of the AEIS.

OR

Five (5) copies of a Draft Environmental Impact Report (EIR) and 2 copies of a letter requesting a waiver of an AEIS.

OR

A letter requesting a determination that the previously certified Negative Declaration (ND) or EIR adequately covers the project (see DPLU #366).

OR

If the project is categorically exempt from Environmental Review pursuant to State Guidelines for implementation of the California Environmental Quality Act (CEQA), no environmental documentation is needed.

- ☐ **Stormwater Management Plan.** Two (2) copies of a Stormwater Management Plan. (Refer to Stormwater Management Plan Requirements handout for further information)
- ☐ **Evidence of Legal Parcel** (DPLU #320)(See policy G-3). Top half must be completed and signed.
- ☐ **Disclosure Statement** (DPLU #305). Must be completed, signed and dated.
- ☐ **Agent Authorization**, if applicable. A signed letter authorizing the applicant to apply for the permit is not the owner(s). (See Section 7354 of the Zoning Ordinance.)
- ☐ **Project Facility Availability Letters.** Applicant should complete top portion of these forms and the agencies should complete the bottoms. If you are uncertain, please contact the Zoning Information Counter for further information (858) 565-5981.
 - ☐ Fire Service Letter (DPLU #399F). Must be completed and signed by the district or public agency which would provide fire protection service for the project.
 - ☐ School Service Letter(s) (DPLU #399SC). Must be completed and signed by each school (elementary and high school) district.
 - ☐ Sewer Service Letter (DPLU #399S). Must be completed and signed by the district or public agency which would provide sewer service for the project.
 - ☐ Water Service Letter (DPLU #399W). Must be completed and signed by the district or public agency which would provide water service for the project.
- ☐ **Public Notice** (See DPLU #514, #515, and #516 for detailed instructions). This Department must notify all owners of property within 300 feet of the subject property and a minimum of twenty different property owners (Board Policy I-49). In order to complete the notification, the following must be submitted with the application (refer to DPLU #516 for detailed instructions):
 - ☐ Separate sheets (11" x 17") of the County Assessor's Map(s) showing the entire property outlined in red with a green line encircling a distance of 300 feet from the property line. Each parcel lying wholly or in part within the 300 feet shall have its number colored yellow with a "highlighter" pen or a colored pencil. Assessor's Map(s) must **not** be reduced.

- ☐ A typed list of all affected property owners parcel highlighted in yellow above, by Assessor's Parcel Number with name and address. A minimum of twenty different property owners. The addressee must be the property owner and not a leaser or renter.
- ☐ One set of stamped (no postage meter allowed) and addressed (typed) plain (no letterhead) envelopes (4¼" x 9½" "business" size) for each property owner on the list. If a property owner has several parcels, you need only submit one envelope. No enclosed business cards are allowed. The Department of Planning and Land Use will provide the return address at intake.
- ☐ One set of gummed labels on 8½" x 11" sheets containing the names, addresses and the Assessor's Parcel Numbers of all property owners on the typed list. The labels are necessary for a possible appeal.
- ☐ **Complete Public Notice Certification** (DPLU #514). This form, signed by the applicant, certifies that the names and addresses submitted with the Public Notice.

Packages are from the latest adopted Assessor's Tax Roll. You should be aware that if any of this information is incorrect, the processing may be delayed.

- ☐ **Supplemental Public Notice.** Board of Supervisors Policy I-49, Item 2, pertains to the notification of apartment buildings and mobilehomes parks. Comply with the requirements listed in the **Supplemental Public Notice Procedure** (DPLU #298) and submit a complete **Supplemental Public Notice Certification** (DPLU #299).
- ☐ **Vicinity Map and Project Summary** (DPLU #524). Must be completed and a vicinity map prepared according to the instructions on the form.
- ☐ **Posting of Notice** (DPLU #298). Follow the instructions. Failure to post or comply with the guidelines may delay the processing of the project.
- ☐ Notice to applicants for Site Plans, Variances, Administrative Permits and Use Permits (DPLU #581)
- ☐ **Authorization Form for Pre-Scoping Meeting** (DPLU #176). The applicant must sign the request for a Pre-Scoping Meeting or the waiver of the Pre-Scoping Meeting.
- ☐ **Plot Plan.** All plot plans should contain sufficient information to describe the project. The following is a list of information pertinent to a Minor Use Permit Plot Plan. All of this information may not be pertinent to every proposal, but where applicable it should be included. Minor Use Permits for off-site real estate directional signs need only supply an Assessor's Map with the parcel outlined, sign locations delineated and sign elevations. (One (1) additional plot plan in addition to those required above for Wireless facilities. See Pages 6 and 7 for other requirements.)
- ☐ **Number of copies** – Fifteen (15) copies folded to a 8½" x 11" maximum with the lower right hand corner exposed. Eighteen (18) copies if there is a "B" Designator. Multiple sheets must be stapled into sets.
- ☐ **Legibility** – The plot plan must be legible. Faded prints which are difficult to read or reproduce are not acceptable.

- ☐ **North arrow/Scale** – A north arrow is necessary to establish the map's direction. An engineer's scale (e.g., 1"=20') is required.
- ☐ **Assessor's Number** – Include the Assessor's Book, Page and Parcel Number.
- ☐ **Dimensions** – Showing the following dimensions: exterior boundary, size of structures, setbacks of structures to property line and between structures, parking areas and driveways.
- ☐ **Elevations** – Show complete elevations (side views) for all existing and/or proposed structures. Indicate structure heights and dimensions.
- ☐ **Floor Plans – (Second Dwellings only)** Include floor area calculations for proposed structure.
- ☐ **Structures** – Show all structures and their size, including buildings, sheds, storage areas and recreational facilities such as swimming pools and playgrounds. Indicate number of stories of buildings. Indicate if structures are existing or proposed. Indicate heights where applicable.
- ☐ **Pedestrian and Vehicular Circulation and Parking** – Show walkways, driveways, entrances, exists and parking places with dimensions. Label handicapped parking. Show contiguous streets with centerlines and all easements.
- ☐ **Drainage** – Indicate any natural drainage (including streams) and any proposed drainage systems.
- ☐ **Service and Delivery** – Show trash area and parking for service and delivery vehicles.
- ☐ **Landscape Areas** – Plant materials need not be specified but areas suitable for landscape treatment should be indicated. The plot plan should indicate any removal of existing trees.
- ☐ **Buffering and Screening** – Show what needs to be screened and materials for screening.
- ☐ **Signs** – Include all signs. Indicate size and height of signs whether existing or proposed.
- ☐ **Utilities** – Show utility lines and easements.
- ☐ **Grading** – The plot plan should show grading, except for incidental grading related to site preparation.
- ☐ **Fencing** – Show existing and proposed fencing including heights and materials.
- ☐ **Phasing** – Indicate any phasing of the project.

- ☐ **Equipment** – Show the location of any permanent equipment on-site that would incorporate a noise-producing activity such as an air conditioner or generator. Also indicate the absence or presence of this activity on your Application for Environmental Initial Study (AEIS) for the proposed project. (Not required for residential uses.)
- ☐ **Minor Deviation.** The intent of a minor deviation is to allow for convenience in the changing of plot plans for Minor Use Permits by allowing the staff (acting for the Director of Planning) to make changes through an administrative procedure which take less time and money than a modification which requires a public hearing. The maximum allowed change in a minor deviation is an increase or decrease of 10% in area or height in relation to any building, yard, open space, work area or parking. See Section 7609 of The Zoning Ordinance for details. You should be aware that any decision to approve or disapprove a minor deviation is final and cannot be appealed. Applicants are advised to confer with staff prior to submittal of any minor deviation.

The materials required for a minor deviation are:

- ☐ **Applications** (DPLU #346 and #346S). Be sure to include the permit number and describe the intent of the minor deviation on DPLU #346S.
- ☐ **Plot Plans.** Six (6) copies for Minor Use Permits. Your plot plans should clearly show the proposed change(s). It is often helpful to show both the existing plan and the proposed changes by the use of dashed or dotted lines.
- ☐ **Applicable Fees.** Please refer to DPLU #369 for appropriate fees.

ADDITIONAL MINOR USE PERMIT REQUIREMENTS FOR THE UPPER SAN DIEGO RIVER IMPROVEMENT PROJECT (USDRIP) AREA OF LAKESIDE

The RiverWay Specific Way (USDRIP) contains requirements that are specific to each of its twenty (20) planning areas. Please refer to your particular Planning Area for those requirements.

- **PLOT PLAN** – Thirteen (13) blueslines or blacklines of each page of the plot plan.
- **PROHIBITED USES** – The zoning for USDRIP consists of modified M52, M54, C36 and residential zones. Some uses generally allowed in those zones are prohibited. Each Planning Area has a list of prohibited uses. Please check the list prior to applying in order to ensure the proposed use is allowed. Gas stations, dry cleaning establishments, off-premise signs and the importation, storage and processing of hazardous or toxic waste are prohibited in all zones.
- **BEST MANAGEMENT PRACTICES (BMPs)** – BMPs are required for all commercial and industrial development. See Pg. 34 of the RiverWay Specific Plan. Show all structural BMPs on the plot plan and include a technical discussion stating why the Practices were selected, how they will work and how mechanical BMPs will be maintained.
- **LANDSCAPING/SCREENING** – Specific screening requirements are found in some USDRIP Planning Areas. Show all proposed landscaping and screening on the plot plan.

- **OPEN STORAGE/ACCESSORY PARKING** – Open storage and accessory parking (delivery trucks, etc. not employee or customer parking) are restricted in some Planning Areas. Show all proposed open storage and accessory parking areas as well as all screening techniques, on the plot plan.
- **PLANNING BUFFERS** – Parcels fronting on the river are required to have planning buffers, generally measuring 50 feet from the top of the river bank slope. Show any required planning buffers and conceptual landscaping on the plot plan.
- **TRAILS** – Trail dedication and construction may be required. See Figure 13 in the RiverWay Specific Plan for the USDRIP trail alignment. If the project site includes a trail, show the trail on the plot plan, indicated as “Easement for Pedestrian and Equestrian Use”. Show all off-site trail construction based upon Figure 13.

NOTE: ONLY THE CULTURAL RESOURCES SECTION OF THE RESOURCE PROTECTION ORDINANCE APPLIES TO THE USDRIP AREA.

See the RiverWay Specific Plan, available from the cashier.

ADDITIONAL MINOR USE PERMIT REQUIREMENTS FOR WIRELESS FACILITIES

- ☐ PLOT PLAN – One additional plot plan. In addition to the requirements for Minor Use Permit plot plans, all plot plans shall show:
 - ☐ The height of the facility with evidence that the proposed facility is designed to the minimum height required. If the tower will exceed the maximum permitted height limit as measured from grade, include a discussion in the required report of the physical constraints (topographic features, etc.) making the additional height necessary.
 - ☐ The lease area of the proposed facility clearly identified.
- ☐ If the facility frequency is 1,200 megahertz or less submit a copy of the Federal Communications Commission Licensing Application Form 601, Main Form, Pages 1 through 4, Schedule A, Page 1, Schedule D, Page 1 and Schedule H, Pages 1 through 3.
- ☐ Three (3) copies of a Geographic Service Area map identifying the geographic service area for the subject installation and the applicant’s existing sites in the local service network associated with the gap the facility is meant to close and a description of how this service area fits into and is necessary for the company's service network.
- ☐ Three (3) copies of a Visual Impact Analysis showing the maximum silhouette, viewshed analysis, color and finish palette and proposed screening, photo simulations and a map depicting where the photos were taken.
- ☐ Three (3) copies of a Concept Landscape Plan showing all proposed landscaping, screening and proposed irrigation with a discussion of how the chosen material at maturity will screen the site.

- ☐ If located in a County Park, a letter of concurrence with the application from the Director, Department of Parks and Recreation.
- ☐ A letter stating the applicant's willingness to allow other carriers to co-locate wherever technologically and economically feasible and aesthetically desirable.
- ☐ Three (3) copies of a report containing the following:
 - ☐ Description of anticipated maintenance and monitoring program.
 - ☐ Manufacturer's specifications for all noise generating equipment and a depiction of the equipment location in relation to adjoining properties.
 - ☐ If not in a preferred zone or preferred location as identified in Section 6986, provide a map of the geographical area and a discussion of preferred sites that could serve the same area as the proposed site and a description of why each preferred site is not technologically or legally feasible.
 - ☐ Listing of hazardous materials to be used on-site.
 - ☐ If high visibility facility, the value of the proposed facility.